

Student Name (Last, First): \_\_\_\_\_

ID#: \_\_\_\_\_

Term: \_\_\_\_\_

Serial#: \_\_\_\_\_

Campus: \_\_\_\_\_

Laptop EPCC Tag#: \_\_\_\_\_



**El Paso Community College  
ACS STUDENT LAPTOP PROGRAM  
CHECKOUT FORM**



PLEASE PRINT LEGIBLY

I, \_\_\_\_\_, understand the terms and conditions described in the ACS STUDENT LAPTOP CHECKOUT USER AGREEMENT and agree to them as outlined. I will comply with the provisions of the El Paso Community College Procedure for *Acceptable Use of Information Technology Resources, Procedure Number 2.05.01.54* (<http://www.epcc.edu/it/security>). I fully understand that it is my responsibility to take care of the equipment assigned to me and pay for the replacement of any parts that are broken, lost or stolen. In addition, I must immediately file a report with the EPCC Police Department and the ACS labs if the laptop is lost or stolen.

Failure to follow the above may result in further action in accordance with *EPCC STUDENT INDEBTEDNESS Policy 4.13.02 and any other related policies.*



**Student Information:**

Home Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Work Phone No: \_\_\_\_\_

*I hereby affirm and declare that the information above is true and correct. I understand that any false statements on this form are considered sufficient cause for dismissal.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY ACS STAFF ONLY**

**Check-Out Information:**

Date Checked Out: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_ Checkout Periods: [ ] 3 hours [ ] 24 hours [ ] Weekends

Due Date: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

USB [ ] CD/DVD [ ] Screen [ ] Adapter [ ] Power Cord [ ] Battery [ ] Touchpad [ ] Keyboard [ ] Case/Chassis [ ] Student Initial \_\_\_\_\_

Laptop Problems [ ] Yes [ ] No Description: \_\_\_\_\_

ACS Staff Member: \_\_\_\_\_ ACS Staff Signature: \_\_\_\_\_

**Check-In Information:**

USB [ ] CD/DVD [ ] Screen [ ] Adapter [ ] Power Cord [ ] Battery [ ] Touchpad [ ] Keyboard [ ] Case/Chassis [ ] Student Initial \_\_\_\_\_

Laptop Problems [ ] Yes [ ] No Description: \_\_\_\_\_

ACS Staff Member Signature: \_\_\_\_\_ Date Checked in: \_\_\_/\_\_\_/\_\_\_ Time: \_\_\_\_\_

Late Fee Charged (If applied): \$ \_\_\_\_\_ Late Fee Paid? Y / N



# Student Laptop Checkout Program



## Receipt

Student Name (Last, First): \_\_\_\_\_

Term: \_\_\_\_\_

Laptop EPCC Tag#: \_\_\_\_\_

Campus: \_\_\_\_\_

ACS Phone: \_\_\_\_\_

### **NOTICE: Two hour waiting period for consecutive checkouts**

**Student will not be able to check out a laptop if Student Agreement is not adhered to**

#### **Check-Out Information:**

Date Checked Out: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

USB[ ] CD/DVD[ ] Screen[ ] Adapter[ ] Power Cord[ ] Battery[ ] Touchpad[ ] Keyboard[ ] Case/Chassis[ ] Student Initial\_\_\_\_\_

Laptop Problems [ ] Yes [ ] No Description: \_\_\_\_\_

#### **Check-In Information:**

USB[ ] CD/DVD[ ] Screen[ ] Adapter[ ] Power Cord[ ] Battery[ ] Touchpad[ ] Keyboard[ ] Case/Chassis[ ] Student Initial\_\_\_\_\_

Laptop Problems [ ] Yes [ ] No Description: \_\_\_\_\_

Received by ACS Staff Member: \_\_\_\_\_

(Please Print)

Date Checked In: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_

Late Fee Charged (If applied): \$\_\_\_\_\_ Late Fee Paid? Y / N



**El Paso Community College  
ACS STUDENT LAPTOP  
CHECKOUT PROGRAM  
User Agreement**



Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

The ACS Student Laptop Checkout Program has laptops that may be checked out for a duration of 3 hours, 24 hours, or weekends. Please check your ACS labs for Student Laptop Checkout periods. The laptop must be returned before the 3-hour, 24 hours, or weekend checkout period expires. If it is turned in after the checkout period, you may be charged a fee (see below).

**CHARGES:**

\_\_\_\_\_ **A daily overdue laptop fee of \$10.00 will be assessed onto the student's account if the student returns the laptop and its accessories late. A business hold will also be placed onto the student's account that will prevent the student from obtaining collegiate services until the fee is paid or the laptop and its accessories are returned.**

\_\_\_\_\_ **If the laptop and/or its accessories are lost or stolen, the student must notify the ACS lab immediately. An EPCC police report will be filed if the laptop is not returned within two days after the checkout period has expired. The student will be held responsible for the replacement (\$1089.00) value of the missing laptop and accessories.**

\_\_\_\_\_ **Students are advised to contact the Accounts Receivable office at 831-2141 to make payment arrangements for any amounts due. Any unpaid amounts will be subject to collection procedures.**

**NOTICE:**

\_\_\_\_\_ **Two hour waiting period for consecutive checkouts.**

\_\_\_\_\_ **Student will not be able to check out a laptop if Student Agreement is not adhered to.**

In addition, the student is required to adhere to the following terms and conditions identified by the ACS Student Laptop Checkout Program.

**Laptop Checkout Rules:**

- \_\_\_\_\_ 1. Laptop checkout is limited to current EPCC students enrolled in credit courses. A copy of the class schedule will be required.
- \_\_\_\_\_ 2. To check out a laptop, EPCC students will need two forms of identification: a valid EPCC ID card; and second form of identification with current picture, address, and signature (e.g. state driver's license or ID). International students will be required a passport or student visa and proof of residence.
- \_\_\_\_\_ 3. The borrowing periods are: 3 hours, 24 hours, or weekends, with the option to renew one time, if laptops are available.
- \_\_\_\_\_ 4. Laptops are to be checked-out and returned to the ACS labs where issued.
- \_\_\_\_\_ 5. Any laptop problems must be reported to ACS staff as soon as possible.
- \_\_\_\_\_ 6. Student must save work on a media (e.g. USB drive, CDR, CDRW) and not on laptop.
- \_\_\_\_\_ 7. Work saved on a media (e.g. USB drive, CDR, CDRW) can be printed from a computer in the ACS labs.
- \_\_\_\_\_ 8. Printing is not possible from the laptops.



**El Paso Community College  
ACS STUDENT LAPTOP  
CHECKOUT PROGRAM  
User Agreement**



Student Name: \_\_\_\_\_ ID#: \_\_\_\_\_

- \_\_\_\_\_ 9. Laptops are available on a first-come, first-serve basis.
- \_\_\_\_\_ 10. SECURITY WARNING: Do not leave the laptop computer (or other valuables) unattended, even for a few seconds. Theft of laptops and accessories (case, battery, power adapter) may occur. You will be held responsible if the laptop and/or its accessories that you have checked out are stolen.
- \_\_\_\_\_ 11. Student is responsible for the laptop and its accessories (case, battery, power adapter) at all times. He/she will be accountable for replacement of all damaged, lost, or stolen laptop and/or accessories/parts. Any problems with the laptop or its accessories must be reported to the ACS labs immediately.
- \_\_\_\_\_ 12. Adhere to instructions on use of technology tools:

<http://www.epcc.edu/it/security>  
<http://www.microsoft.com/protect/yourself/mobile/publicpc.msp>

**Borrower (Student) must NOT:**

- \_\_\_\_\_ 1. Copy any copyrighted software provided by EPCC. It is a criminal offense to copy any software that is protected by copyright, and EPCC will treat it as such.
- \_\_\_\_\_ 2. Use licensed software in a manner inconsistent with the licensing agreement.
- \_\_\_\_\_ 3. Copy, rename, alter, or delete the files or programs on the laptop.
- \_\_\_\_\_ 4. Use laptop to annoy others, including, but not limited to sending offensive messages or knowingly causing a system crash.
- \_\_\_\_\_ 5. Create, disseminate, or run a self-replicating program (“virus”), whether destructive in nature or not.
- \_\_\_\_\_ 6. Use a laptop computer for non-college work, such as for private business or for clubs/organizations not sanctioned by EPCC.
- \_\_\_\_\_ 7. Tamper with hardware/software settings, move, remove, reconfigure or do anything that could interfere with the laptop and/or its accessories.
- \_\_\_\_\_ 8. Add, remove or modify any installed applications from laptop.
- \_\_\_\_\_ 9. Use software not provided by the ACS labs.
- \_\_\_\_\_ 10. Attempt to access a host computer, either at EPCC or through a network, without official permission, or through use of log-in information belonging to another person.

*I hereby affirm and declare that I have read the above terms and agree to aforementioned statements by my initials.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_